

STEPS TO RULE- MAKING (RM) PROCESS	ROLE OF A/AAS*	ROLE OF DEQ STAFF*	ROLE OF RULE- MAKING PARALEGAL (RMP) *	ROLE OF ADMINISTRATIVE RULES COORDINATOR (ARC)	ROLE OF GOVERNOR/ DIVISION OF FINANCIAL MANAGEMENT (DFM)	ROLE OF LEGISLATURE-- LEGISLATIVE COUNCIL (LC) GERMANE JOINT SUBCOMMITTEE (GJS)	ROLE OF BOARD OF HEALTH AND WELFARE (BOARD)
INCEPTION	NONE	CONTACT RMP FOR PROJECTED PROMULGATION SCHEDULE AND NECESSARY FORMS	PROVIDE NECESSARY FORMS AND PROJECTED PROMULGATION SCHEDULE TO DEQ STAFF	NONE	NONE	NONE	NONE
A/AA APPROVAL OF CONCEPT	CONSIDER CONCEPT; APPROVE; SIGN RULE PROMULGATION AUTHORITY CHECKLIST	PREPARE PROPOSED RULE CONCEPT STATEMENT AND SUBMIT TO RMP; MAKE PRESENTATION	SUBMIT CONCEPT STATEMENT TO A/AAS FOR REVIEW AT NEXT AA MEETING; BEGIN TRACKING LOG	NONE	NONE	NONE	NONE
GOVERNOR'S APPROVAL OF CONCEPT OF PROPOSED AND TEMPORARY RULE	NONE	PREPARE GOVERNOR'S PROPOSED ADMINISTRATIVE RULES FORM (PARF) AND SUBMIT TO RMP;	FORWARD PARF TO DFM FOR REVIEW/ APPROVAL; PROVIDE DFM WITH TEXT OF TEMPORARY RULE ONCE IT HAS BEEN ADOPTED; TRACKING LOG	NONE	REVIEW/APPROVE PARF; RETURN PARF TO RMP; REVIEW TEXT OF TEMPORARY RULE	NONE	NONE
NOTIFY ARC OF INTENDED RULE- MAKING; RETRIEVE ELECTRONIC COPY OF CURRENT RULE AND DOCKET NUMBER	NONE	NONE	NOTIFY ARC OF INTENDED RULE- MAKING; REQUEST ELECTRONIC COPY OF CURRENT RULE; REQUEST DOCKET NUMBER	PROVIDE RMP WITH ELECTRONIC COPY OF CURRENT RULE AND DOCKET NUMBER	NONE	NONE	NONE
PREPARATION OF RM CHECKLIST AND NOTICE OF PROPOSED RULE	NONE	PREPARE RM CHECKLIST; SUBMIT TO RMP	DRAFT NOTICE OF PROPOSED RULE; TRACKING LOG	NONE	NONE	NONE	NONE

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[OPTIONAL] NOTICE OF NEGOTIATED RULEMAKING	NONE	PROVIDE RMP WITH RELEVANT INFORMATION	PREPARE NOTICE OF NEGOTIATED RULEMAKING; TRANSMIT TO ARC; TRACKING LOG	PROVIDE RMP WITH COMPUTER PRINTOUT FOR PRE- PUBLICATION REVIEW; PUBLISH IN NEXT AVAILABLE BULLETIN	NONE	NONE	NONE
PREPARATION OF PROPOSED RULE	NONE	DRAFT PROPOSED RULE USING CURRENT ELECTRONIC COPY OF RULE PROVIDED BY RMP	TRANSMIT ELECTRONIC COPY OF CURRENT RULE TO DEQ STAFF; PROVIDE GUIDANCE REGARDING FORMAT	NONE	NONE	NONE	NONE
LEGAL REVIEW OF RM DOCKET (TAKINGS ANALYSIS)	NONE	TRANSMIT ELECTRONIC COPY OF PROPOSED RULE TO RMP	TRANSMIT RM CHECKLIST, NOTICE, AND PROPOSED RULE TO DEPUTY ATTORNEY GENERAL FOR LEGAL REVIEW; TRACKING LOG	NONE	NONE	NONE	NONE
A/AA APPROVAL OF PROPOSED RULE	REVIEW PROPOSED RULE; APPROVE	MAKE PRESENTATION	SUBMIT NOTICE AND PROPOSED RULE TO A/AAS FOR REVIEW AT NEXT AA MEETING; TRACKING LOG	NONE	NONE	NONE	NONE
TRANSMITTAL OF RM CHECKLIST, NOTICE, AND PROPOSED RULE TO ARC	NONE	NONE	TRANSMIT RM CHECKLIST, NOTICE, AND PROPOSED RULE TO ARC (AND LC); TRACKING LOG	PROVIDE RMP WITH COMPUTER PRINTOUT FOR PRE- PUBLICATION REVIEW	NONE	NONE	NONE

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NOTICE AND PROPOSED RULE FILED WITH LEGISLATIVE COUNCIL	NONE	NONE	AT THE SAME TIME NOTICE AND PROPOSED RULE ARE FILED WITH ARC, FILE 9 COPIES OF THE SAME WITH LC; TRACKING LOG	NONE	NONE	LC SIGNS AFFIDAVIT OF FILING AND REFERS THE MATERIAL UNDER CONSIDERATION TO GJS	NONE
PRE-PUBLICATION REVIEW OF COMPUTER PRINTOUT	NONE	REVIEW COMPUTER PRINTOUT; PROVIDE RMP WITH COMMENTS	SUBMIT COMPUTER PRINTOUT TO DEQ STAFF FOR PROOFING; COLLECT DEQ STAFF COMMENTS; PROVIDE COMMENTS TO ARC; TRACKING LOG	PROVIDE COMPUTER PRINTOUT TO RMP; AFTER DEQ PROOFING, MAKE CORRECTIONS TO NOTICE AND PROPOSED RULE IF NECESSARY; PUBLISH CORRECTED VERSION IN NEXT AVAILABLE BULLETIN	NONE	NONE	NONE
PUBLICATION OF NOTICE AND PROPOSED RULE IN BULLETIN/NEWSPAPER	NONE	REVIEW PROPOSED RULE FOR ACCURACY; PROVIDE COMMENTS TO RMP	REVIEW NEWSPAPER NOTICE FOR ACCURACY; MAKE NOTE OF ANY MISTAKES AND TAKE NECESSARY ACTION; TRACKING LOG	PUBLISH	NONE	NONE	NONE
PUBLIC COMMENT PERIOD	NONE	PREPARE STATEMENT OF ECONOMIC IMPACT IF NECESSARY	COLLECT PUBLIC COMMENTS; TRACKING LOG	NONE	NONE	GJS MAY HOLD HEARINGS; DEQ MAY EXTEND COMMENT PERIOD IF NECESSARY; GJS MAY REQUEST A STATEMENT OF ECONOMIC IMPACT	NONE

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PUBLIC HEARINGS	NONE	PREPARE DEQ'S STATEMENT; ATTEND PUBLIC HEARINGS; MAKE PRESENTATION	RESERVE HEARING FACILITY, APPOINT HEARING OFFICER AND COURT REPORTER, CONFIRM ATTENDANCE PRIOR TO HEARING; PROVIDE PRE- HEARING GUIDANCE TO DEQ STAFF, HEARING OFFICER AND COURT REPORTER; TRACKING LOG	NONE	NONE	NONE	NONE
PREPARATION OF BOARD PACKAGE	NONE	RECEIVE PUBLIC COMMENTS AND BOARD PACKAGE PREPARATION GUIDANCE FROM RMP; REQUEST ELECTRONIC COPY OF INITIAL PROPOSAL FROM RMP (IF NECESSARY); PREPARE BOARD PACKAGE	TRANSMIT PUBLIC COMMENTS TO DEQ STAFF ALONG WITH BOARD PACKAGE PREPARATION GUIDANCE AND ELECTRONIC COPY OF INITIAL PROPOSAL (IF NECESSARY); TRACKING LOG	NONE	NONE	NONE	NONE
LEGAL REVIEW OF BOARD PACKAGE	NONE	TRANSMIT ELECTRONIC COPY OF RULEMAKING AND PUBLIC COMMENT SUMMARY (RULE CHART) AND FINAL PROPOSED RULE TO RMP	DRAFT NOTICE; TRANSMIT RULE CHART, NOTICE, AND FINAL PROPOSED RULE TO DEPUTY ATTORNEY GENERAL FOR LEGAL REVIEW; TRACKING LOG	NONE	NONE	NONE	NONE

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A/AA APPROVAL OF FINAL PROPOSAL (IF DIFFERENT THAN INITIALLY PROPOSED)	REVIEW FINAL PROPOSAL; APPROVE; SIGN PROMULGATION AUTHORITY CHECKLIST	MAKE PRESENTATION	SUBMIT NOTICE AND FINAL PROPOSED RULE TO A/AA FOR REVIEW AT NEXT AA MEETING; TRACKING LOG	NONE	NONE	NONE	NONE
TRANSMITTAL OF BOARD PACKAGE TO RMP	NONE	PROVIDE COMPLETE BOARD PACKAGE TO RMP	SEND OUT BOARD PACKAGE TO PRINTER; ASSEMBLE AND MAIL BOARD BINDERS; TRACKING LOG	NONE	NONE	NONE	REVIEW BOARD PACKAGE PRIOR TO BOARD MEETING
BOARD MEETING	DEQ'S BOARD LIAISON ATTENDS MEETING	ATTEND MEETING; MAKE PRESENTATION	ATTEND MEETING; TAKE NOTES RE BOARD ACTION; TRACKING LOG	NONE	NONE	NONE	ADOPT, AMEND AND ADOPT, OR REJECT FINAL PROPOSAL
TRANSMITTAL OF NOTICE AND PENDING RULE TO ARC	NONE	NONE	PREPARE PENDING RULE TO REFLECT BOARD ACTION; TRANSMIT NOTICE AND PENDING RULE TO ARC; TRACKING LOG	PROVIDE RMP WITH COMPUTER PRINTOUT FOR PRE- PUBLICATION REVIEW	NONE	NONE	NONE
PRE-PUBLICATION REVIEW OF COMPUTER PRINTOUT	NONE	REVIEW COMPUTER PRINTOUT; PROVIDE RMP WITH COMMENTS	SUBMIT COMPUTER PRINTOUT TO DEQ STAFF FOR PROOFING; COLLECT DEQ STAFF COMMENTS; PROVIDE COMMENTS TO ARC; TRACKING LOG	PROVIDE COMPUTER PRINTOUT TO RMP; AFTER DEQ PROOFING, MAKE CORRECTIONS TO NOTICE AND PENDING RULE IF NECESSARY; PUBLISH CORRECTED VERSION IN NEXT AVAILABLE BULLETIN	NONE	NONE	NONE

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PUBLICATION OF NOTICE AND PENDING RULE IN BULLETIN	NONE	REVIEW PENDING RULE FOR ACCURACY; PROVIDE COMMENTS TO RMP	MAKE NOTE OF ANY MISTAKES AND TAKE NECESSARY ACTION; TRACKING LOG; PROVIDE DEQ STAFF WITH RULE UPDATES	PUBLISH	NONE	NONE	NONE
ANNUAL LEGISLATIVE REVIEW OF PENDING AND TEMPORARY RULES	NONE	PREPARE DOCKET EXPLANATION AND TRANSMIT TO RMP	TRANSMIT DOCKET EXPLANATION TO DEQ LEGISLATIVE LIAISON; TRACKING LOG	PROVIDE PENDING AND TEMPORARY RULES TO LEGISLATURE FOR REVIEW; PROVIDE LIST OF RULES TO RMP	NONE	REVIEW PENDING AND TEMPORARY RULES; PENDING RULES BECOMES FINAL AND EFFECTIVE ON 7/1 FOLLOWING CONCLUSION OF LEGISLATIVE SESSION UNLESS RULE IS APPROVED, REJECTED, AMENDED OR MODIFIED BY CONCURRENT RESOLUTION; TEMPORARY RULES EXPIRE UPON CONCLUSION OF LEGISLATIVE SESSION UNLESS APPROVED, AMENDED OR MODIFIED BY CONCURRENT RESOLUTION	NONE

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PUBLICATION OF NOTICE OF LEGISLATIVE APPROVAL OF RULES IN BULLETIN	NONE	NONE	PREPARE NOTICE; PROOF PRINTOUT; TRACKING LOG	PROVIDE RMP WITH COMPUTER PRINTOUT FOR PRE- PUBLICATION REVIEW; PUBLISH	NONE	NONE	NONE
MAINTENANCE OF RM RECORD	NONE	NONE	MAINTAIN DEQ 'S OFFICIAL RULEMAKING RECORD	NONE	NONE	NONE	NONE
EXPIRATION/ EXTENSION OF ADMINISTRATIVE RULES	NONE	NONE	NONE	NONE	NONE	EVERY RULE SHALL AUTOMATICALLY EXPIRE ON 7/1 OF EACH SUCCEEDING YEAR UNLESS EXTENDED BY STATUTE IN EACH SUCCEEDING YEAR	NONE